

Job Title: Assistant (custodial) - Special Education

FLSA Exemption Status: NON-EXEMPT

Term: 180 days

Minimum Qualifications:

1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment);
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
3. Meets health and physical requirements.

Job Objectives/Goals:

To assist teachers in giving specialized academic and physical training to students with disabilities.

Responsibilities and Essential Functions:

1. Remove children from bus and put them on the bus;
2. Check student backpacks for parent input (notes and/or money);
3. Submit student monies as directed by the teacher;
4. Compile and submit daily student lunch orders;
5. Carry student lunch cards to cafeteria and input numbers;
6. Bring lunch to room and prepare trays for students;
7. Submit attendance to office;
8. Change diapers;
9. Dress/undress children as necessary or directed by teacher;
10. Clean up children;
11. Clean up room and sanitize toys and equipment as instructed;
12. Mark daily information sheets to send home to parents as applicable or requested;
13. Retrieve and return materials as needed or requested;
14. Photocopy, stamp, or cut paper, along with other preparations for meetings or student activities as directed by teacher;
15. Check room staff mail boxes and carry messages for room staff;
16. Assist teacher or therapist in moving or positioning children as directed; and
17. Perform other custodial duties as assigned.

Skills and Abilities Required:

Skills and Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.

5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

Physical Demands:

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

Reports To: Teacher/Sped Department Chair/Building Principal

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

